

## University of Arkansas Libraries

### Library Storage Chairs Meeting

Thursday, April 5

Present: Lora Lennertz, Beth Juhl, Lori Birrell, Deb Cheval, Deb Kulczak, Molly Boyd, Michele Reilly, Kathleen Lehman, Mary Leverance, Matthew Kelly, and Joel Thornton.

[Michele said something that I missed]

#### Data Flows

Who will update the data flows? Beth Juhl recommended a team of persons from Tech Services, maybe ten, with a primary point person appointed each day, revolving throughout the summer. Beth and Deb Kulczak will work together on a data flow update plan.

#### Serials

ALL serials, active or inactive, published in the last five years will stay.

#### Guidelines for Damaged Materials

Mary Leverance provided a draft Guidelines for Damaged Materials. It is as follows:

#### Guidelines for movers

Set aside books that are damaged in the following ways:

- Detached covers –placed in "damage" trays and moved to storage
- Detached spine–placed in "damage" trays and moved to storage
- Major water damage (warped or rippled covers/pages)—stay in MAIN, compact shelving, non circulating
- Mold—stay in MAIN, compact shelving, non circulating
- Pests—stay in MAIN, compact shelving, non circulating

Do not use Post-It/sticky notes on books

#### Workflow for items requested

Damage from handling, storage, and/or environment may be discovered when items are pulled for patron access. If an item is damaged, evaluate the extent of the damage (minor or major) and follow one of the below workflows. Keep in mind that what appears to be minor damage could require lengthy repair (e.g., many loose pages could require shipment to the bindery or creation of a box, which could take up to a month). In general, don't send an item out that could be returned in worse shape.

Examples of Damage ← minor to major →	
Loose endband(s)	Detached covers
Loose hinges	Warped and/or excessively rippled covers/pages
Sticky residue left by tape/Post-It notes	Stains/unidentified substances on covers/pages
Torn cover/page(s)	Pest infestation*
Loose pages	Mold growth*

*\*Signs of mold or pests require immediate attention. Place item in plastic Ziploc bag and deliver to Preservation. Note shelf location of item for further investigation.*

Minor wear-and-tear damage – OK to loan:

- Flag item record as “Send to Preservation when returned”
- Loan to patron
- Item is returned and sent to Preservation
- Treatment performed
- Item returned to shelves

Major damage – treatment first:

- Notify patron item requires treatment
- Send to Preservation
- Preservation provides estimate of treatment turnaround time
- Patron notified so can explore other options if turnaround time does not fit their schedule
- Treatment performed either in-house or by commercial bindery
- Patron notified item is available

Visible damage, but unsure of appropriateness for a loan in current state:

- Contact Preservation and request assessment of the item

Mary will provide photos of damaged books for reference staff, who will judge the damage to books as they circulate, enter a note in Sierra before sending to patron, or if major damage, divert to Preservation and send a notice to patrons recommending they order the title through ILL.

Books with detached covers or spines will be placed in "damage" trays and moved to Storage. At some point, those will be rapid updated to Sierra "damage," so that staff can run lists and refer to Preservation for treatment or replacement. Books with major water damage, mold, or pests will not go to Storage, but will be relocated to compact shelving in MAIN (or Quarantine area in Storage??). We do not expect many of these items.

### **Loan Rules**

Loan rules for media will be reviewed by the IRC and Drew Beisswenger. Loan rules should be consistent between storage and MAIN. Recommendations for streamlining loan rules will be sent to Admin Group for review.

### **Level One Shelving**

The empty stacks on Level One are being removed. Bolts remain in the floor due to asbestos. Matthew will leave the frame bottoms. Lora will check with the movers on whether the frames for the shelving should stay or go.

### **Updates**

Kathleen Lehman

- Bins for storage delivery runs have been selected that offer protection against weather and are color coded for easy delivery to each stop. All items to be delivered to Fine Arts will be placed in a bin of one color, while those going to Physics will be placed in a bin of a different color.

- CaiaSoft confirmed it would be okay to use "naked barcodes" during the move.
- 70,000 items have been pink dotted. Staff will be experimenting with pink marking the bar codes, which will eliminate some of the problems with dots falling off. It is okay for those who are putting on the pink dots to place more than one on a book, for instance on the spine and on the back near (but not covering) the bar code.
- The barcodes for the trays will be printed in house; we will need to purchase equipment and supplies for that.
- To date, 20,659 item records have been "cleaned up" by staff in Government Documents, Serials, and User Services.
- Rapid update of items to remain in MAIN to icode 365 will be done in four lists.

#### **Beth Juhl**

- Working on the holds data stream.
- Testing to see if programming a Sequel query to automatically run a storage request list four times a day is viable, or if a Sierra list will have to be run manually four times a day and the list transferred to appropriate personnel. A new function called "Scheduler" looks able to run lists in Sierra several times a day and export the data.
- Chris from CaiaSoft wants to come for training once the Storage Facility is open, tentatively scheduled for the first week in June. If the facility is not open by then, we may have to pay for her to return later in the summer to do additional training once the facility is open.

#### **Deb Kulczak**

- Bridget Penrose in Documents Processing has offered to shift materials and mark shelves as "going" to Storage or "staying" in MAIN prior to the April 23 proposed date for the arrival of Hallet. Lora will confirm with PMI that this is the desired course of action on our end.
- All of the Congressional Record will stay in MAIN
- The study tables near the Government Documents stacks will need to be moved away before movers arrive.

#### **Joel Thornton**

A list of items to be reviewed for moving that Lora Lennertz compiled has color coding, some colors indicate Compact Shelving.

#### **Matthew Kelly**

Removing shelves from Periodicals, creating study space for Finals  
 NASA records clean up, working on items with no catalog records.  
 The Law books in LISA have been recycled.

#### **Lori Birrell**

Special Collections staff are progressing with data entry, are not quite ready to ingest records into Archives Space.

Lori will be out of town during the latter part of this month; she has asked Katrina Windon to sit in on these meetings on her behalf.

#### **Lora Lennertz**

Has sent a number of questions to Michael Smith of ConReal to convey to PMI, but has heard no response yet. Will contact again.